

24 April 1980

MEMORANDUM FOR THE RECORD

SUBJECT: Planning Support on EEO Matters

1. In a meeting attended by D/PPPM, DD/PPPM, D/EEO, [redacted] and others, we discussed the question of assistance from OPPPM to the Affirmative Action Plan. There was also some discussion related to the selection guidelines.

2. There was agreement on the need to establish occupational definitions consistent with the data base. It was felt necessary, however, to track vacancy flows on a more detailed cut than occupational families. (Note, we did not address specifically the need to track promotions on an occupational basis--though it is a possible requirement. Our ability to do this needs to be explored).

3. D/EEO stressed that this is a transition year for the AAP and that he did not expect complete accuracy on the projections being asked from the components. I provided some clarification on the distinction between providing a historical record of vacancy and promotion data and modeling appropriate to individual occupations. We do not have a present capability for the latter.

4. I made the point that sound affirmative action planning at the occupational level would eventually have to be based on workload and program planning. That is, a historically derived projection of vacancies in an occupation would have to be modified in view of known plans to expand or contract utilization of that occupation. We agreed that more needs to be done by the Agency with regard to workload planning by occupation. This would involve more than the personnel data base as such; it would require staff study and action by the EXCOMM. We need to size the problem before initiating staff action.

5. Specific actions that will be done by OPPPM are:

a. Take steps to correct the problems in coding related to families to MINIGAP. We expect this to be done in the near future.

b. Take action with ODP to bring up GAP as soon as possible with a capability to present the historical record on occupational

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flow at the occupational group or series level. We need to look also at the capability to monitor promotions within an occupational group or series. We need to be able to add a race or sex dimension to the data retrieved. We need to augment the effort on GAP and reach understanding with ODP about timetables, which should aim at completion within two years.

c. Bring up the occupational flow model (at the occupational family level) to build internal controls for the Advance Staffing Plan. We are working on this now, using detailed runs to construct the data on the occupational family basis. We would like to run the model on FY 1979 data by the end of June.

d. Review the data fields in CAPER to assure relevance to selection guidelines requirements with respect to race, sex, and occupational data on applicants. This has early priority. Action here involves DD/HRPI and DD/R&P.



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